



Position: Employment Program Assistant
Department: Refugee Services
Reports To: Employment Counselors/Director of Refugee Services
Type: 0.6 FTE (3 days/week, 22.5 hours), Non-Exempt, Hourly

Description:

The Employment Program Assistant will work primarily with clients enrolled in Refugee Employment Services (RES). This program provides employment services for refugees, asylees, and other eligible immigrants. Participants receive general and individualized job counseling in order to find suitable and sustainable employment in the Minneapolis-St. Paul area.

The Employment Program Assistant will work with eligible clients to overcome obstacles related to finding employment by providing education, guidance and support in one-on-one and group settings. This position would involve significant collaboration with employment staff in order to best serve clients, as well as the opportunity to take initiative and develop and implement new ideas that improve or supplement the work being done in RES.

Duties:

- Work with employable adults to attain employment goals, address barriers to employment, and identify and make use of appropriate community resources.
- Maintain detailed records of services provided.
- Provide a wide variety of intensive orientation to the U.S. work culture, support, and referral and advocacy services to clients with a focus on helping clients achieve self-sufficiency.
- Teach classes geared towards preparing clients for working in the U.S., and develop or adjust classroom material to fit needs of current participants.
- Work with Institute refugee resettlement staff to deliver quality service to all clients.
- Attend weekly meetings with employment staff and department supervisor.
- Delegate tasks to volunteers and interns as needed.
- Transport clients to job interviews, orientations and other appointments related to securing and commencing employment. Ensure that clients are able to arrive to work independently and on time.

Experience and Qualifications:

- Undergraduate degree preferred but equivalent experience will be considered.
- Driver's license, insurance, and reliable transportation, and willingness to use car to transport clients.
- Variety of work experience, including entry-level work in customer service, manufacturing or other industries.
- Ability to speak additional languages (Somali, Arabic, Kiswahili, Spanish or others) preferred but not required.
- Knowledge of the Twin Cities' job market, hiring trends, and application procedures.
- Experience working with refugees, immigrants, and asylees preferred.
- Excellent written and oral communication skills.
- Highly organized and ability to handle multiple projects simultaneously.
- Skilled in problem solving and ability to independently address issues as they arise.

To apply:

Submit cover letter and resume to Neil Urbanski via email (nurbanski@iimn.org). No phone calls or walk-ins please. Position is open until filled.